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| --- | --- |
| **October** | * IA: Initiate subcontracts
* IA: Plan FY21 Q report and 3-year plan due dates, regional meetings, set calendar, update processes, etc.
* IA: Update R3 local provider contact information & share with CTW team
* Eval Guidance updated – Read & adjust processes accordingly
* FY2020 Fiscal closeout starts
* **October 1:** Start FFY2021 Program Year! Send out approved plans & budgets, and new WSU program budget numbers
* **October 6:** Zoom kick-off Region 3 meeting
* **October 8:** All 2020 PEARS data entry DUE (no more entry until Oct 13)
* **October 16:** Annual reports due from LIAs
* **October 21:** LT zoom meeting, IA presentations
* **October 30:** All FY2020 Effort Certification Forms DUE to Kim
* **October 30:** All FY2020 fiscal/billing due to IA
 |
| **November** | * IA: Look at PEARS data and EARS report, prepare EARS forms
* IA: Adapt project summary/plan templates for local programs
* **November 18:** LT zoom meeting, SWI presentations
* **November 18-19:** CTW statewide CTW training
* **November 26-27:** Thanksgiving Holiday
* **November 30:** Statewide FY21 Kickoff Zoom (AM, time TBD)
 |
| **December**End of 1st Qtr. | * **December 1:** Activity Insight available for reporting?
* **December 15:** Final date to submit FFY2020 invoices to DSHS
* **December 23:** Annual Report DUE to DSHS
* **December 31:** All programs complete annual Civil Rights & other required training (collect for ALL project sites)
 |
| **January** | * WSU Internal: Activity Insight Reporting Due (date TBD)
* WSU Internal: AP Annual Reviews
* **January 11:** Q1 Report and PEARS data DUE from LIAs
* **January 20:** Quarterly LT zoom meeting
* **January 20:** Programs 1st round amendments DUE to R3 IA
* **January 27-28:** CTW statewide PSE training
* **January 29:** Q1 PEARS Data Evaluation Team Due Date
* **January 29:** Q1 Report and Q1 Invoice DUE to DSHS
* **January 29:** Submit 1st round amendments to DSHS
 |
| **February** | * WSU Internal: AP Annual Reviews DUE
* **February TBD:** ASNNA Conference
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| **March**End of 2nd Qtr. | * IA: Coordinate Program Monitoring meetings & site visits
* **March 12-14:** Region 3 Management Evaluation with DSHS
 |
| **April** | * Start Program Monitoring meetings & site visits
* **April 5:** Collect any 2nd round no-cost amendments and all COST amendment documentation
* **April 15:** Final FFY20 cost Amendments DUE to DSHS
* **April 16:** Q2 Report & PEARS data due to IA from local programs
* **April 21:** Q2 LT zoom meeting
* **April 30:** Q2 Report and Q2 Invoice DUE to DSHS
* **April 30:** Q2 PEARS Data Evaluation team due date
* **April 30:** Certification of 100% time and effort bi-annual forms DUE to Kim
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| **May** | * Complete Program Monitoring meetings & site visits
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| **June**End of 3rd Qtr. | * WSU Internal: purchasing blackout dates –end of fiscal year for both WSU and DSHS
* WSU Internal: Civil Service Annual Reviews
* **TBD:** Zoom R3 meeting
* **June 14:** FY22 Plans & Budgets DUE to IA
* **June 30:** FY22 Plans & budgets DUE to WSU grants, and PSE table to Evaluation
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| **July** | * Unspent funds estimate to DSHS
* **July 12:** Q3 Report & PEARS DUE to IA
* **July 15:** FY22 Plans & Budgets DUE to DSHS
* **July TBD:** SNEB Conference
* **July 20:** Q3 Report & Invoice DUE to DSHS
* **July 21:** Q3 LT zoom meeting
* **July 30:** Q3 PEARS Data Evaluation Team due date
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| **August** | * WSU Internal: Start reappointments (with Linda & Kim)
* **August 13:** DSHS submits 3-year plan to FNS
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| **September**End of 4th Qtr. | * Initiate subcontracts
* Annual background checks all program staff
* WSU Internal: Complete staff reappointments
* **October 6:** PEARS Q4 Evaluation team due date
* **October 30:** Certification of 100% time and effort bi-annual forms DUE to Kim
* **October 30:** Final local program Invoices DUE for 2019
* **December 15:** FFY21 Q4 FINAL invoice DUE to DSHS
* **December 21:** Annual Report DUE to DSHS
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\*Other items to add when dates available:

* Conferences (WSFMA now biennial so not until 2021, Farm to Cafeteria April 2022)